

SFSP SPONSOR'S VIRTUAL DESK REVIEW/AUDITS RECORD REQUEST CHECKLIST TEMPLATE

Note: In situations where direct observation normally occurs, alternate observation can be conducted virtually by using video and/or photos of meal preparation and meal services. This is a template and the list of required records and/or photos is NOT all inclusive.

Observation of Meal Service Note: The observation of the meal service can be assessed by conducting a virtual video conference and/or by obtaining photo(s).

1. Photo(s) of the meal service (breakfast, lunch, supper or AM/PM snack)
 - a. Meal Pattern-Photo(s) of all food items served table/tray/plate). (including infants if applicable)
 - b. Serving Size-photo(s) of serving size for all meals (including infants if applicable)
 - c. Meal Delivery-photo(s) verify delivery receipt and items delivered
 - d. Point of Service Meal Counts-photo(s) verify dated/timestamped daily meal counts are taken at the point of service for sites.
 - e. Holding Facilities- verify via photos and/or video.
 - f. Temperature of Food-verify via photos and/or video of the temperature being taken.

Site Recordkeeping

1. Delivery receipts
2. Daily Meal Count Records
3. Site Supervisor Meal Count form
4. Income Eligibility Statements (if applicable)
5. Receipts and invoices
6. Time and Attendance Report(s) (if applicable)
7. Time Distribution Report (if applicable)
8. Monthly Record of Cost Form
9. Mileage Record(s) (if applicable)
10. Bank Statements, General Ledger, Chart of Accounts, Check Registry
11. Payroll Records

Civil Rights Note: Civil Rights questions can be assessed by conducting a virtual video conference and/or by obtaining photo(s).

1. "And Justice for All" Poster
2. Racial Ethnic Data Collection Form

Site Eligibility

1. Photo(s) of site based on approved site type and status
2. Photo(s) of meals served for CACFP and SFSP at the same site, keep meal service separate
3. Photo(s) at an accredited summer school program, open to all participants/community

NON-Congregate

1. Photo(s) of no temperature controlled alternate location
2. documentation of heat advisory

SFSP SPONSOR'S VIRTUAL DESK REVIEW/AUDITS RECORD REQUEST CHECKLIST TEMPLATE

Health, Safety, Sanitation Note: Food Handling/Sanitation and Food Storage questions can be assessed by conducting a virtual video conference and/or by obtaining photo(s).

1. _____Photo(s) of Thermometer (freezer/fridge)
2. _____Photos(s) of Food (freezer/fridge/pantry)
3. _____documentation of food inspection